



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Class specification and salary range for Tree Operations Supervisor
MEETING DATE: May 1, 1996
SUBMITTED BY: Human Resources Director

RECOMMENDED ACTION: To approve the class specification (attached) and salary range for Tree Operations Supervisor.

BACKGROUND INFORMATION: In FY 93/94, the City eliminated the positions responsible for the City's tree trimming functions. Since then tree trimming work has been performed under contract on an as-needed or emergency basis. In its September 6, 1995 meeting, the Council conceptually approved the establishment of a position to administer the privatization of the tree trimming functions. The Council further approved the specifications for tree trimming, and authorized advertisement for bids.

This position will be responsible for the administration of all tree maintenance contracts and will work with City departments (i.e. Electric Utility and Parks & Recreation), relative to tree maintenance needs. This position will be represented by the Maintenance and Operators bargaining group.

It is recommended to approve the class specification (attached) and salary range below:

<u>A</u>	<u>B</u>	Step <u>C</u>	<u>D</u>	<u>E</u>
\$ 2779	\$ 2918	\$ 3064	\$ 3217	\$ 3378

ANNUAL COST (Salary and Benefits): \$ 50,536

FUNDING: General Fund

Respectfully submitted,

Joanne Narloch, Human Resources Director

Prepared by Marlon Robbins, Human Resources Analyst II

cc: Jack Ronsko, Public Works Director

APPROVED: _____

H. Dixon Flynn -- City Manager

RESOLUTION NO. 96-43

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE CLASS SPECIFICATION AND SALARY
RANGE FOR TREE OPERATIONS SUPERVISOR

RESOLVED, that the Lodi City Council does hereby approve the class specification for the Tree Operations Supervisor, as shown on Exhibit A, attached hereto; and

FURTHER RESOLVED, the Council hereby approves the salary range as follows:

S T E P				
A	B	C	D	E
\$ 2,779	\$ 2,918	\$ 3,064	\$ 3,217	\$ 3,378

Dated: May 1, 1996

I hereby certify that Resolution No. 96-43 was passed and adopted by the City Council of the City of Lodi in a regular meeting held May 1, 1996 by the following vote:

AYES: Council Members - Mann, Pennino and Warner (Mayor)

NOES: Council Members - Davenport and Sieglock

ABSENT: Council Members - None

ABSTAIN: Council Members - None


JENNIFER M. PERRIN
City Clerk

CITY OF LODI

May 1, 1996

TREE OPERATIONS SUPERVISOR

DEFINITION

Under general direction, supervises contracts for tree and landscape maintenance activities; responsible for the development and implementation of an urban forest management program involving trees and shrubs located in City parks and public rights-of-way; provides liaison between the City and the community; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Street Superintendent.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

Plans, develops and directs the implementation of an urban forest management program including the maintenance, removal and planting of trees and shrubs.

Assists in the development and implementation of goals, objectives and policies for the Urban Forest program.

Assists in preparing plans and specifications for Public Works and maintenance contracts; provides recommendations on the planting, removal and retention of City trees.

Develops and administers contract plans and specifications and inspects contractor's work for compliance with City standards; identifies problems and takes corrective action.

Serves as liaison with other City departments, public agencies, private organizations and community groups regarding tree management policies and procedures; coordinates the City's arboricultural activities with volunteer groups and community service workers.

Acts as technical advisor to various administrative staff and Council on trees and related issues.

Inspects trees to determine required maintenance; identifies insects and diseases and selects appropriate treatment methods.

Manages residential tree planting program; researches various preservation programs; applies for grants and monitors expenditures; and completes reports.

Posts private property for vegetation encroachments.

Responds to complaints, service requests and inquiries from citizens; schedules contractors to respond to emergency situations.

Develops and maintains a variety of records and reports.

Prepares operating and capital improvement budget recommendations.

Develops and maintains street tree inventory data and prepares planting, removal and maintenance schedules.

Performs related work as required.

ARB-SPEC.DOC

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of contract development and administration.

Principles, practices, materials, tools and equipment used in tree and landscape installation and maintenance.

Tree species, plant material, and the methods and techniques used in their planting and maintenance.

Soil and climatic conditions, fertilization, drainage and irrigation systems conducive to the growth of trees, shrubs and plants.

Diseases and pests and their respective chemical and biological controls.

Laws, regulations, procedures and practices pertaining to trees and urban forest management.

Basic methods and techniques of research, statistical analysis and report preparation.

Safety precautions and procedures in tree and landscape maintenance.

Ability to:

Develop, and negotiate changes in contract specifications for tree and landscape maintenance.

Monitor, assess and direct the work of others.

Read and interpret plans and specifications.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Gather and analyze a variety of data; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Provide technical advice and assistance on problems relating to street and park tree and landscape maintenance, preservation and protection.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Operate personal computer and peripheral equipment.

Work independently.

Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

Equivalent to completion of high school, supplemented by collegiate level courses in landscape maintenance, landscape design, horticulture, arboriculture or a related field.

Experience:

Four years of increasingly responsible experience in arboriculture, landscape maintenance, horticulture or tree trimming. Education may be substituted for work experience on a year-for-year basis up to a maximum of 2 years.

LICENSES AND CERTIFICATES

Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.

Prior to permanent appointment, possession of a Qualified Pest Control Applicator's Certificate from the California Department of Pesticide Regulation.